

FAQs COJET Requirements 2021

Administrative Directive [2021-08](#) suspended the “live” 6-hour program requirement in ACJA § 1-302(H)(1) to allow judges and judicial branch employees greater flexibility to complete the general COJET requirements as the public health emergency continues into 2021.

“All other provision of ACJA § 1-302 (H)(1) remain in effect.” That is, “All full-time judges and court personnel governed by these standards shall complete **at least sixteen credit hours of judicial education each year, including ethics training and computer security/network security training.**”

THE FOLLOWING ARE FREQUENTLY ASKED QUESTIONS

- 1) **Ethics: Is Ethics training required?** Yes, a minimum of 30 minutes of ethics-related training is required for all full and part-time judicial employees each calendar year. **What types of classes are accredited for ethics?** Training sessions related to appropriate personnel behavior in the workplace, codes of conduct, fair treatment in the courts, or avoiding the occurrence or perception of impropriety in carrying out responsibilities. Find Ethics online training on the [AOC, Education Services Division website](#).
- 2) **Computer/Network Security: Is Computer/Network Security training required?** Yes, a minimum of 30 minutes of computer/network security related training is required for all full and part-time judicial employees each calendar year. Computer security/network security training is intended to address measures that strengthen the security of our data, systems, and network to protect confidentiality, integrity, and availability of information. For a list of Computer/Network Security training, please contact Renu Sapra at 602-452-3015.
- 3) **Court Security Officer Training Academy and Certification Requirement:**

While [ACJA § 5-304\(E\)\(1\)](#) requires court-employed CSOs to attend and successfully complete the CSO Academy within 90 days of hire, Administrative Directive [2020-07 AD.pdf \(azcourts.gov\)](#) extends this timeframe to 180 days during the public health emergency.

[2020-148.pdf \(azcourts.gov\)](#)

CSO's employed by a court on September 11, 2019 - when CSO training requirements first took effect - must have completed the CSO Academy and become certified officers by now (the deadline was 6/2021 – and was extended from 12/2020). If your court still has CSOs in this category who have not yet completed the CSO Academy and become certified by the Supreme Court, please enroll the officer in required training before 12/31 so that you can report full compliance on your court's 2021 COJET report.

Armed CSOs

Armed CSOs must complete additional CSO training, including the CSO Firearms Academy, before becoming armed - unless they meet certain narrow requirements in [AD 2020-07](#) for provisional arming during the pandemic. Armed CSOs who completed the CSO Firearms Academy in 2020 must complete eight hours of firearms training delivered by a Certified Firearms Instructor (CFI), and complete a shooting proficiency skills evaluation (commonly called “qualification”) conducted by a CFI.

Please refer your Court Security Officers to our Court Security Training webpage located at [Court Security Training \(azcourts.gov\)](#) for upcoming training dates, COJET eligible essential courses and other resources.

FAQs COJET Requirements 2021

- 4) **Do I report employees who have left the court/probation department prior to December 31, 2021?**
No.

- 5) **New Hires: How many COJET hours are required annually for new hires?** Full-time judges and full-time and part-time court personnel starting employment after January 1, shall complete COJET requirements according to the following prorated schedule: ACJA §1-302, H2.

Hiring Period	All Judicial Employees: (includes Orientation, Ethics, Computer/Network Security)
January 2 – March	12 Hours (75 %)
April – June	8 Hours (50 %)
July - September	4 Hours (25 %)
October – December	Orientation, Ethics as appropriate to job

- 6) **Part-time Employees: Are court personnel with a weekly regular part-time schedule subject to prorated COJET hours?** Yes.

Employee Hours Worked Per Week	Minimum COJET Hours Required Includes Ethics
30 - 39 hours	12 Hours (75 %)
20 - 29 hours	8 Hours (50 %)
Less than 20 hours	4 Hours (25 %)

- 7) **Judicial Conference: Who must attend the Judicial Conference?** All full-time judicial officers and full time pro tem judges. Judicial officers who attend the entire judicial conference are considered COJET compliant including ethics, in 2021. Judicial officers who by excused absence partially attend the conference are required to complete the difference between the hours received and the minimum 16 hour requirement. Part-time/On-call pro tem judges and staff who serve as civil traffic hearing officers are not required to attend the judicial conference.

- 8) **Orientation: What should be included in an orientation for administrators, clerks, probation and court personnel?** Orientation within 90 days of hire, shall include an explanation of the individual's specific job duties and a familiarization with court structure and procedures, including an overview of:

- AZ Judiciary (structure and function of each court)
- Current issues in the courts/ Local Court-related Issues
- Expectations in dealing with public
- Effective Communication Skills
- Computer/Network Security and Judicial Education

- 9) **New Pro tem Orientation: Who is required to report compliance of new part-time/on-call judges pro tempore and who retains the records?** The designated *County Training Coordinator (TC)*, with the assistance of the local TC, is responsible to track all new LJ pro tems in the county, collect, and forward orientation training records to the Superior Court presiding judge for approval and report pro tem compliance on the Annual COJET Report. The pro tem completes an [Affidavit of Compliance form](#) following completion of all mandatory computer-based training (CBTs), and forwards it to the TC to confirm training has been completed, prior to sitting on the Bench. The local training coordinator will notify the county TC within 30 days of the new Pro tem's appointment.

FAQs COJET Requirements 2021

10) **What training is required for new LJ part-time/on-call pro tems and how do I obtain the training tools?** New pro tems must complete 8 orientation CBTS. Online training is available on the AOC Learning Management System. To obtain an account, please contact Jen Grubbe at the AOC, 602.452.3006 or email at jgrubbe@courts.az.gov.

11) **What Criteria is used to accredit a program for COJET credit?** The program must be job-related or relate to the justice system; the program constitutes an organized program of learning with significant intellectual or practical content; the program is meant to improve job-related professional competencies and skills; the program is at least 30 minutes in length; participants are given the opportunity to evaluate the program's effectiveness; participants receive materials; breaks and meetings are not accredited. (ACJA §1-302, E.1.)

12) **Faculty Credit: Can I receive credit for teaching a class to court employees?** Yes. An individual may receive up to 8 hours of faculty credit in a calendar year. See ACJA §1-302 E.6.

- 3 for 1 credit – first time course is taught
- 2 for 1 credit – second and each consecutive time course is taught

13) **Exemptions from Compliance: How does an employee receive an exemption from compliance, when unable to complete required training due to a temporary circumstance?** The employee must demonstrate a good faith effort to complete required hours. Either the employee or the training coordinator requests an exemption from compliance with the respective county superior court presiding judge, chief judge or authorized designee, via a letter. Approval for exemptions remains the judgment of the appropriate presiding or chief judge (or designee) and is considered on a case-by-case basis.

Active employees in safety sensitive positions who hold a temporary medical waiver excusing them temporarily from attendance at a defensive tactics training, and who are requesting an exemption from compliance from their county superior court presiding judge (or designee), must have completed all other required training in order to qualify. Training coordinators are encouraged to provide the following information within the letter or request:

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| • Employee Name | • Requirement(s) not met |
| • Court/Department | • Duration on Leave (as appropriate) |
| • Position | • Number of COJET hours obtained |
| • Reason for request | • Accompanying documentation |

AOC Ed Services has devoted [Video Center \(azcourts.gov\)](https://www.azcourts.gov/video-center) to court staff remote learning opportunities, including a series of live webinars conducted by Ed Services staff.

The Wendell website for judges - <http://www.azcourts.gov/wendell> - is similarly dedicated to judicial resources and information